

# FACILITY SECURITY OFFICER WORKSHOP



## PERSONNEL SECURITY CLEARANCE OFFICE

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# Clearance Office Agenda



- Clearance Office General Information
- Contractor Reconciliations
- Contractor Pre-Processing Background Reviews
- DOE Security Clearance Actions
- DOE Reporting Requirements
- Question & Answer Session
- Review Clearance Office Forms
- Clearance Process Flowchart

# General Information



- An access authorization (security clearance) is an administrative determination by DOE that an individual is eligible for access to classified information, matter, or Special Nuclear Material (SNM) on a need-to-know basis.
- Sandia's Personnel Security Clearance Office is responsible for processing clearance requests to DOE for employees, contractors, and consultants.

# General Information



- Sandia management requests clearances for their personnel when current job duties require access to classified information, matter, or SNM.
- DOE access authorization types are designated L or Q for access to different categories and levels of classified information or matter, or categories of SNM.
- DOE clearance levels (L or Q) must correlate with the need to access a level and category of classified information based on current job duties; e.g., a person with a “Q” has a need to access Secret Restricted Data or higher. An “L” clearance is sufficient to have continuous unescorted access to limited areas.

# Contractor Clearance Reconciliation



- A new process requiring the contract company Facility Security Officer to conduct a quarterly reconciliation and verification of contractor personnel DOE Security Clearances.
- Verify cleared contractor personnel:
  - Are not on a leave of absence or extended leave \*
  - Have not terminated employment
  - Still require a clearance



# Contractor Pre-Processing Background Reviews



When an initial or reinstatement of clearance is required, the contractor must conduct the following checks, as appropriate, to establish the individual's job qualifications and suitability before submitting the DOE Security Clearance request:

- A credit check
- Verification of any high school diploma obtained within the past five years, and degrees or diplomas granted by an institution of higher learning
- Contact personal references

# Contractor Pre-Processing Background Reviews



- Contact employers for the past 3 years (excluding employment of less than 60 working days duration, part-time employment, and craft/union employment)
- Local law enforcement checks when such checks are not prohibited by state or local law or regulation and when the individual resides in the jurisdiction where the contractor is located

# Contractor Toolcart

The Contractor Toolcart website was developed to convey Sandia security information to FSOs.

The Clearance Office webpage provides:

- Links to required forms.
- Clearance processing information and instructions.
- Contact information.



## Contractor Toolcart

Security Information for Facility Security Officers and Points-of-Contact

### FSO TOOLCART

#### Home

#### WHAT'S NEW

Badge Office  
Base Regulations  
Briefings  
Clearances  
Export/Import Control  
Facility Clearance  
Foreign Nationals  
International Travel  
FSO Conference  
FSO Newsletters  
FSO Responsibilities  
Operations Security (OPSEC)  
Official Use Only  
Prohibited/Controlled Items  
Random Drug Testing  
Reporting Requirements  
SNL/CA Security Contacts  
SNL/NM Security Contacts

### U.S. DOE SECURITY CLEARANCES

Initial Clearance	Clearance Reinstatement	Clearance Upgrade	Clearance Downgrade	Clearance Extension	Clearance Reciprocity	Clearance Reinvestigation	Clearance Termination	Clearance Transfer
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Sandia National Laboratories sponsors and processes U.S. DOE Security Clearances for contractor personnel working on an authorized contract requiring access to classified information.

#### Clearance Office Functions

- Contractor Pre-Process Background Review Certification
- Clearance File Change
- Drug Testing
- [e-Fingerprinting Enrollment Process](#)
- [Maintaining a DOE Security Clearance During an Extended Absence](#)
- [DOE Personnel Security Reporting Requirements](#)
  - Data Report on Spouse/Cohabitant
  - Name Change
  - Change in Citizenship

#### Contractor Clearance Tools

- [Clearance Action Status Inquiries](#)
- [Clearance Form Matrix](#)
- [Contractor/Consultant Separation Checkout Sheet](#)
- [DOE & Sandia Reporting Requirements Matrix](#)

#### Contractor Pre-Processing Background Review Certification

Sandia Contracting Companies are required to conduct and provide certification of background reviews on contractor personnel applying for a DOE security clearance. Background reviews include personal reference checks, law enforcement record checks, credit checks, employment checks, and education checks. SF 2730-CIV, Contractor Pre-Processing Background Review Certification Form is required when requesting an initial clearance and clearance reinstatement for an individual. The contract company is responsible for completing and submitting this form to the sponsoring Sandia organization for submittal with the clearance request paperwork.

**Required Form:** [SF 2730-CIV](#), Contractor Pre-Processing Background Review Certification Form

#### Clearance File Change

To request a change to your clearance file with DOE (i.e., incorrect SSN, incorrect DOB) please complete an SF 2730 CCR-Clearance File Change Request Form and submit it to the appropriate distribution list located at the bottom of the form. You will also need to provide supporting documentation for the requested clearance file change (i.e., birth certificate, court order, social security card, etc.).

**Required Form:** [SF 2730-CCR](#), Clearance File Change Request Form

#### Drug Testing

The Secretary of Energy issued a determination that all Sandia and contractor personnel holding a DOE Q or L clearance are subject to random, as well as for-cause drug testing. As part of this requirement, the Secretary of Energy has required that 30 percent of all employees and contractors be randomly tested each year. Additionally, all applicants for these positions (including those that do not require clearances, such as truck drivers) will be

<http://www.sandia.gov/fso/clearances>

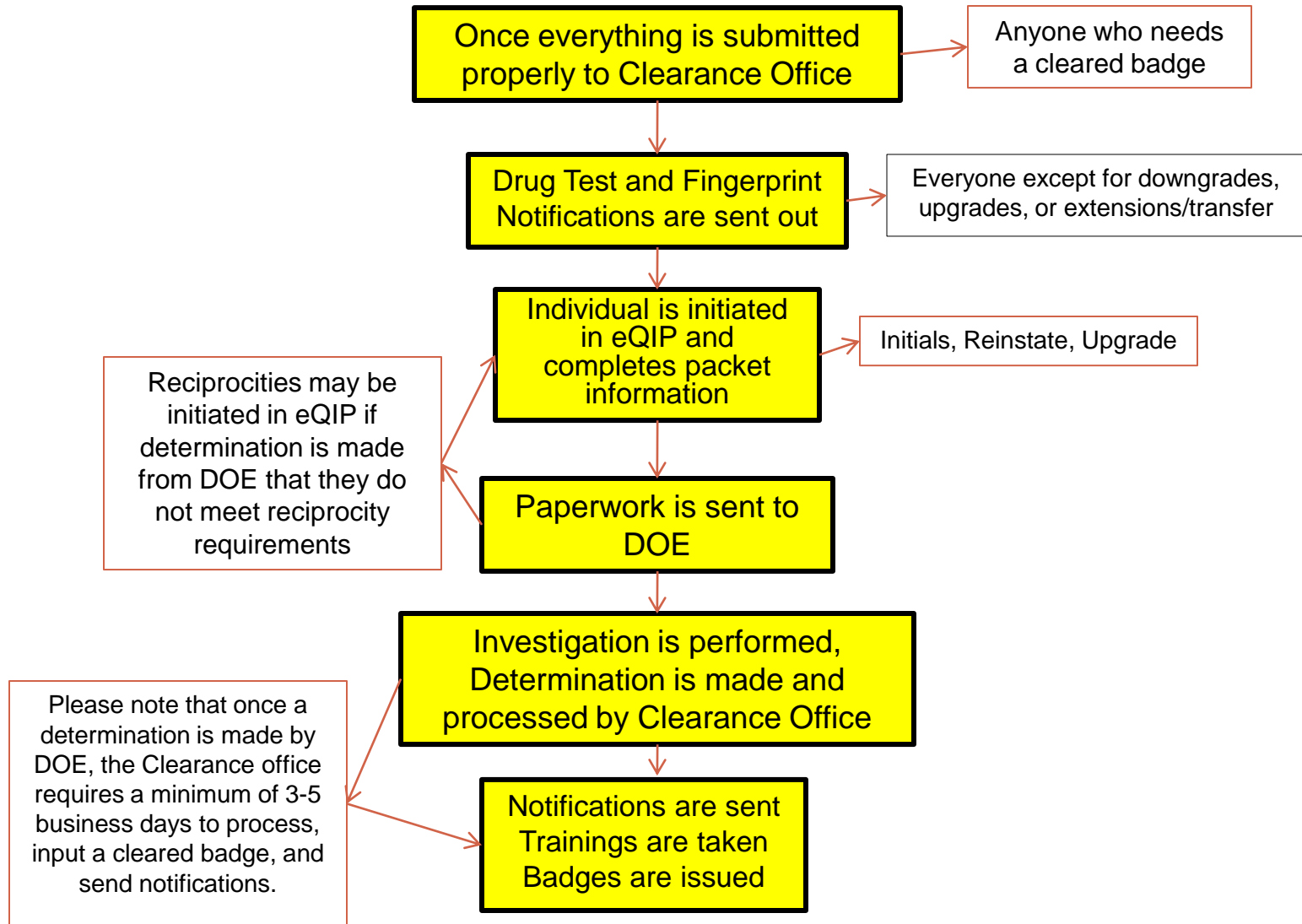


# **CLEARANCE ACTIONS**



**CLEARANCE ACTIONS PROCESSED BY  
SANDIA NATIONAL LABORATORIES  
PERSONNEL SECURITY CLEARANCE OFFICE**

# Completing Clearance Steps





## Initial/Reinstate Clearance

A request for an individual applying for an initial DOE security clearance or has held a DOE security clearance in the past.

- Insert Clearance – Initial Video
- Insert Clearance – Reinstate Video



## Clearance Upgrade

A request to upgrade an individual's clearance from a DOE L to a DOE Q type clearance when the duties of the current position require a higher level of access to classified information.

- Insert – Clearance Upgrade Video



## Clearance Downgrade

A request to downgrade an individual's clearance from a DOE Q to a DOE L type clearance when the duties of the current position require a lower level of access to classified information.

- Insert Clearance Downgrade Video



## Reciprocal Clearance

A request for a DOE clearance based off of another Federal Agency security clearance. Individuals applying for a DOE clearance may be processed for reciprocity if they hold an active security clearance with another Federal Agency (DOD, FBI, CIA, etc.).

- Insert Clearance Reciprocity Video



## Clearance Extension

A request for an individual to hold concurrent active DOE clearances under the cognizance of two or more employers.

- Insert Clearance Extension Video



## Renewing a Cleared Contract

A request to tie an individual's badge and clearance to a contract that has been renewed.

- Insert Clearance Renewal Video



# DOE REPORTING REQUIREMENTS



WHAT TO REPORT TO  
SANDIA NATIONAL LABORATORIES  
PERSONNEL SECURITY CLEARANCE OFFICE



## Cohabitation

When you begin cohabitating with a person in a **spouse-like** relationship.

### Cohabitant Definition

*An individual with whom you live, other than a legal spouse, child or other relative, and with whom you have a spouse –like relationship or similar bond of affection.*

- Insert Reporting Cohabitation Video



# Name Change

Report your legal name  
change.

- Insert Reporting – Name Change Video

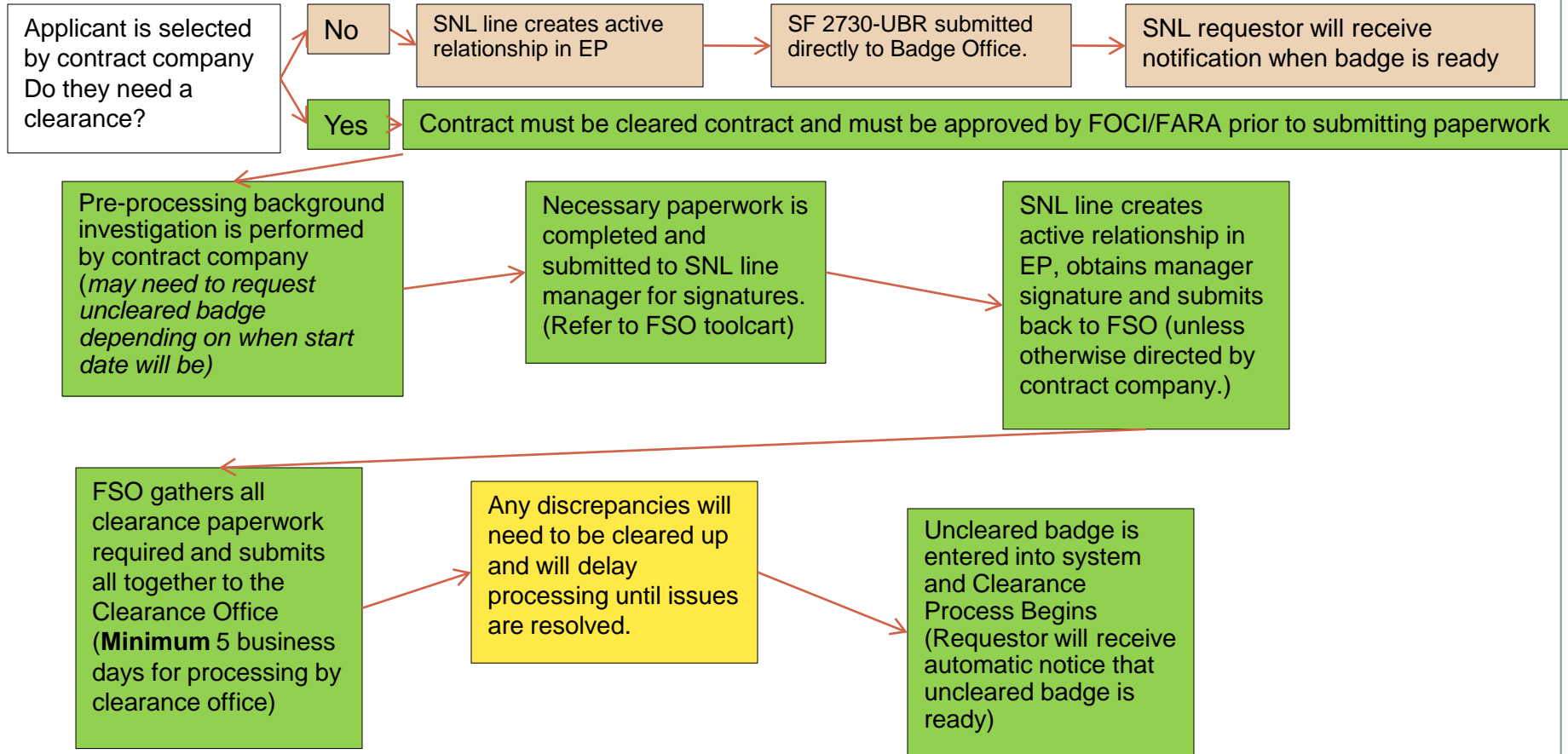


## Clearance Termination

A request to terminate an individual's DOE clearance when it is no longer required, employment is terminated, individual is on an extended leave of 90 consecutive work days, or the clearance is no longer required for 90 consecutive work days.

- Insert Clearance Termination Video

# Obtaining New Contractor Badge/Clearances



## Acronyms:

SNL = Sandia National Laboratories/NM  
FOCI=Foreign Ownership, Control, or Influence  
FARA=Facility Approval & Registration of Activities

EP = Enterprise Person  
FSO=Facility Security Officer

# Question & Answer Session



# **Review Clearance Office Forms**

